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The 145 repair station checklist provides Certificate Holding District Offices (CHDOs) with an effective means to document surveillance activities conducted on Part 145 certificate holders. It gives the aviation safety inspector (ASI) the ability to record his or her observations in a manner that will help the inspector make risk assessment determinations.

Accessing the Repair Station Checklist Website

Access the applicable 145 Repair Station Checklist by entering the following URL: http://www.faa.gov/about/office_org/headquarters_offices/avs/offices/afs/afs300/

Navigation Panel

Aircraft Maintenance Division Branches

- Program Management and Information Branch (AFS-310)
- Special Programs Branch (AFS-320)
- Air Carrier Maintenance Branch (AFS-330)
- Repair Station Branch (AFS-340)
- General Aviation Branch (AFS-350)
- Avionics Branch (AFS-360)

AFS-300 Job Aids

- Major Repair and Alteration Data Approval (PDF)
- Part 145 Repair Station Checklists



Address:

Federal Aviation Administration Headquarters Aircraft Maintenance Division, AFS-300 5th Floor, 950 L'Enfant Plaza, S.W. Washington, DC 20024

Phone: (202)385-6435 Fax: (202)385-6474 Open the navigation panel by selecting the "Part 145 Repair Station Checklists" option under AFS-300 Job Aids.

-	3601-5601	0.3
人	3001-3001	0.5
人	3604-5604	1.1
人	3605-5605	0.2
人	3606-5606	0.2
人	3607-5607	1.1
人	3608-5608	0.2
人	3610-5610	1.1
人	3618-5618	1.2
人	3654-5654	0.2
人	3656-5656	1.1
人	3657-5657	1.1
人	3658-5658	1.1
人	3659-5659	1.1
人	3660-5660	1.1
人	3661-5661	1.1
人	3663-5663	1.2
人	3669-5669	1.1
人	EASA Sampling	1.0

The PTRS activity codes correspond to those listed in the repair station assessment tool (RSAT). The checklists have been developed specific to the surveillance activity listed in applicable sections of FAA Order 8900.1, and must be completed and retained in the repair station office file for each activity completed. Select the applicable activity code for the surveillance being conducted and click on that code to open the applicable checklist.

Checklist Screen Area (Checklist Header)

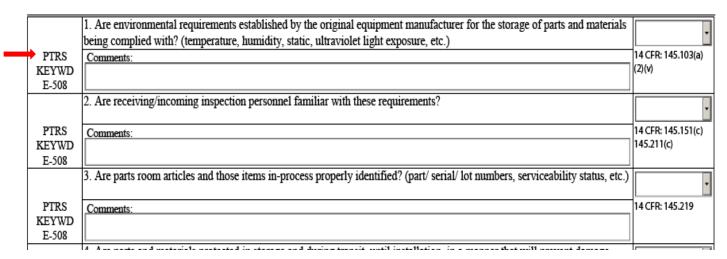
The "checklist header" contains four fields requiring completion: the repair station name, date of inspection, repair station certificate number, and ASI performing the inspection. Entering this information on the first page will auto fill the remaining pages. In addition, links to important information have been provided, including (1) the applicable section of the FAA Order 8900.1 containing guidance on conducting the activity, (2) advisory material, and (3) links to the applicable FAR.

Revision 0 12/2013	Part	145 Repair Station	Check List	Page 1 of 4
Repair Station Name:			Date of Inspection:	
Certificate Number:		Inspector's Name		
RSAT PARTS	AND MATERIALS - 3601/5601	FSIMS Reference	e: FAA Order 8900.1 Volume 6, Chapter 9,	Section 12
Additional Reference	ces: <u>14 CFR Part 145</u>	14 CFR P	art 43	

Checklist Screen Area (Checklist Question and Response)

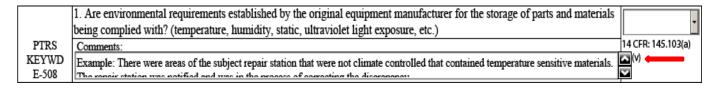
The "question and response" section provides the ASI with general questions based on a regulatory requirement. It gives the ASI a keyword code to complete the PTRS entry associated with the question. The ASI can also copy text into the comments section of the PTRS record entry. The comments section can retain unlimited text entries, and will scroll as text is entered.

NOTE: It is not necessary or recommended to copy the question text into PTRS. Any entered comments should be comprehensive enough to address the question completely. As comments are added into PTRS, be sure to reference the checklist question number that comment pertains to.



If the entered text exceeds the visible text field, scroll arrows will appear on the right side of field. Place the cursor over the up or down arrow, and the user can then scroll through the entered text.

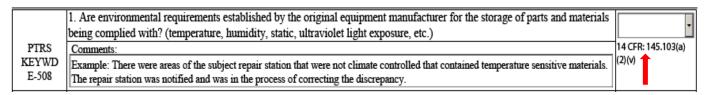
NOTE: The text entered into the "Comments" field should contain enough comprehensive information to support transfer into the PTRS comments section.



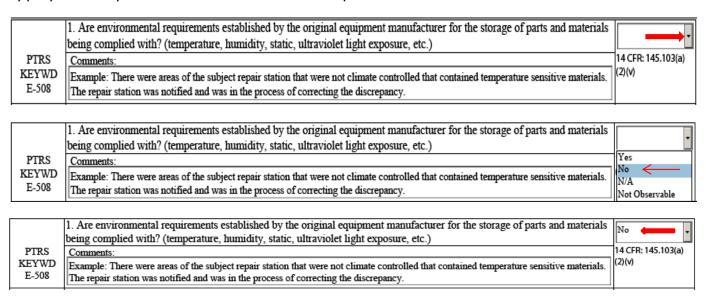
To view the entire comment, click the cursor outside the text field. This will open the entire field to view all entered text for that question.

	1. Are environmental requirements established by the original equipment manufacturer for the storage of parts and materials	
	being complied with? (temperature, humidity, static, ultraviolet light exposure, etc.)	
PTRS	COMMINIO.	14 CFR: 145.103(a)
KEYWD	EXAMPLES. There were areas of the subject repair station that were not temperature continued that contained temperature sensitive	(2)(v)
E-508	materials. The repair station was notified and was in the process of correcting the discrepancy.	

The regulatory basis for the question is listed in the right hand column and can be accessed via the "Checklist Header," as illustrated above. The ASI can obtain additional information concerning the regulatory basis by clicking on the applicable regulatory link.



All questions will require an assessment of compliance. The ASI can use a drop down field to assist in this task. Click on the drop down box to open this field. Move the cursor over the appropriate response and click to enter that response into the field.



NOTE: The ASI should explain a negative response in the "Comments" field. This will assist the ASI by providing a record of any findings or observations which can be used for completing subsequent PTRS record entries. The following guidance is provided to assist in completing this field:

"Not Applicable" - If the ASI finds a question that does not apply to that repair station, the checklist question offers an "N/A" response option. Choose this option only if questions are not applicable due to the type of operations authorized for the particular repair station. The ASI must explain those questions answered with "N/A" in the "Comments" box.

"Not Observable" - Use "Not Observable" when the ASI can't observe the situation described by a particular question in any of the activities conducted. This should not routinely be used instead of completing all assigned questions. An explanation is required in the "Comments" box for those questions answered with "Not Observable". Generally, these questions will require a follow up inspection of that question, prior to closing that PTRS activity.

"Yes" - The majority of the checklist questions have been formulated so that a "Yes" response is a favorable response. The ASI should consider those questions where a yes response actually describes a negative outcome (not common).

"No" - The majority of the checklist questions have been formulated so that a "No" response indicates an unfavorable response. For each "No" response resulting in a negative outcome, the ASI must explain the observations causing the negative response.

Checklist Screen Area (Overall Assessment)

At the end of each checklist, an "Overall Assessment" field has been provided. This field will assist the ASI by providing a tally of the various response options for the entire checklist.

NOTE: The final number in the "Not Observed" field should be "0" when completing the checklist. Those checklists that still contain a "Not Observed" assessment will generally require additional surveillance activities prior to completion.

RSAT PARTS	AND MATERIAL	LS - 3601/5601	FSIMS Re	eference: FAA O	rder 8900.1 Volume 6, Chapter 9, Section 12
Additional Reference	es: <u>14</u>	CFR Part 145	<u>14</u>	CFR Part 43	
			Overall As	sessment	
Number of Questions Not Answered	Number of Yes Answers	Number of No Answers	Number of N/A Answers	Number of Not Observed	
13	0	0	0	0	—
Select	the Subsystem A	Assessment valu	ue from the drop	-down list (below	v left). Verify word picture (below right)

Checklist Screen Area (Subsystem Assessment Value)

The final step in completion of the checklist is the selection of an appropriate Subsystem Assessment value. This field is located directly below the "Overall Assessment" field and is used to assess the entire activities surveillance result. This field also contains a drop down function and allows the ASI to view the available assessment values. These values are consistent with the required PTRS assessment values necessary prior to closure of Repair Station Assessment Tool (RSAT)-generated activity codes. Consideration should be given to the values tallied in the "Overall Assessment" field as well as ASI knowledge of the certificate when completing this field. This value should also be consistent with that entered in the corresponding PTRS record entry.

RSAT PARTS	AND MATERIAL	_S - 3601/5601	FSIMS Re	eference: FAA O	rder 8900.1 Volume 6, Chapter 9, Section 12
Additional Reference	es: <u>14</u>	CFR Part 145	14	CFR Part 43	
			Overall As	sessment	
Number of Questions Not Answered	Number of Yes Answers	Number of No Answers	Number of N/A Answers	Number of Not Observed	
13	0	0	0	0	
Select	the Subsystem A	Assessment valu	ue from the drop-	down list (below	/ left). Verify word picture (below right)
1 - 1 2 - 1 3 - 1 4 - 1 5 - 1 6 - 1 7 - 1 8 - 1 9 - 1					

The Subsystem Assessment definition can be expanded by placing the cursor over the numerical value. This will display the word value for the numerical value.

umber of Questions Not Answered	Number of Yes Answers	Number of No Answers	Number of N/A Answers	Number of Not Observed	
13	0	0	0	0	
		ASSESSMENT VAIC	ie nom the drop-	-down list (below	left). Verify word picture (below right
		ASSESSMENT VAL	ie nom the drop-	-down list (below	riety. Verny word picture (below right
3 – The requ	irements of this				riety. Verny word picture (below right

Clicking the cursor while over the desired numerical value will enter this value into the field and enter the word value into the adjoining field.

3 - The requirements of this subsystem are marginally met. Documentation and controls are deficient.

Once the checklist has been completed, the information contained in the comments section may be used to complete the ASI's PTRS entry. The checklists are required to be kept in the repair stations office file until the surveillance activity is superseded.